

Retention and Classification Report

Agency: Riverton (Utah) (852)

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Records Officer Virginia Loader

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AGENCY: Riverton (Utah)

SERIES: 25765

3

TITLE: Accounts payable

DATES: 2000-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records are used to pay municipal bills. They include copies of checks, invoices, purchase orders, and receiving reports. May also include correspondence with vendors and computer printouts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 1.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Legal

AGENCY: Riverton (Utah)

SERIES: 25765

TITLE: Accounts payable

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Riverton (Utah)

SERIES: 25777

3

TITLE: Audit reports

DATES: 2000-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are reports prepared by external auditors examining and verifying the municipality's financial activities for the year. "The audit required for any fiscal year shall be completed within six calendar months after the close of the fiscal year" (UCA 51-2-2 (1997)). The audit is required to include "the financial statements; the auditor's opinion on the financial statements; a statement by the auditor expressing positive assurance of compliance with state fiscal laws identified by the state auditor; a copy of the auditor's letter to management that identified any material weaknesses in internal controls discovered by the auditor, and other financial issues related to the expenditure of funds received from federal, state, or local governments to be considered by management; and management's response to the specific recommendations" (UCA 51-2-3(1)(a) (1997)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 5.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Records Center. Retain in State Records Center permanently.

AGENCY: Riverton (Utah)

SERIES: 25777

TITLE: Audit reports

(continued)

APPRAISAL:

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Riverton (Utah)

SERIES: 25779

3

TITLE: Bank deposit (pass) books

DATES: 2002-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These books record municipal savings accounts. They include amounts, description of transaction, date, current balance, name of bank, and account numbers.

RETENTION:

Retain 4 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 6.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Fiscal Legal

AGENCY: Riverton (Utah)

SERIES: 25779

TITLE: Bank deposit (pass) books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Riverton (Utah)

SERIES: 25739

3

TITLE: Budget background records

DATES: 1999-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 3, Item 3.

AUTHORIZED: 03/03/2005

FORMAT MANAGEMENT:

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Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Fiscal

AGENCY: Riverton (Utah)

SERIES: 25739

TITLE: Budget background records

(continued)

PRIMARY CLASSIFICATION:

Controlled

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (f)

AGENCY: Riverton (Utah)

SERIES: 25737

3

TITLE: Check copy files

DATES: 2002-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are facsimile or photocopies of checks issued and are maintained solely as a quick reference source. If documentation is attached see Accounts payable.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 8.

AUTHORIZED: 03/03/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 months and then transfer to State Records Center. Retain in State Records Center for 6 months and then destroy.

APPRAISAL:

Fiscal

AGENCY: Riverton (Utah)

SERIES: 25737

TITLE: Check copy files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Riverton (Utah)

SERIES: 25776

3

TITLE: Daily cash reports

DATES: 2000-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These reports provide a daily record of cash balances, receipts, and disbursements.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 10.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Riverton (Utah)

SERIES: 25776

TITLE: Daily cash reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Riverton (Utah)

SERIES: 25772

3

TITLE: Election ballots

DATES: 2002-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are packets of official ballots of municipal elections cast by voters. "Each election officer shall preserve ballots for 22 months after the election or until the time has expired during which the ballots could be used in an election contest" (UCA 20A-4-202(2)(a) (1997)). If the election is not contested, "after that time, destroy them without opening or examining them" (UCA 20A-4-202(2)(d) (1997)).

RETENTION:

Retain 22 months

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 12.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 12 months after the election or until election contest period is expired and then transfer to State Records Center. Retain in State Records Center for 10 months and then destroy.

AGENCY: Riverton (Utah)

SERIES: 25772

TITLE: Election ballots

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Exempt UCA 20A-4-106 and 20A-4-401

AGENCY: Riverton (Utah)

SERIES: 25773

3

TITLE: Employment applications (not hired)

DATES: 2004-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are application forms completed by persons seeking municipal employment who were not hired. They include the name, address, and telephone number of the applicant, employment history, education, and a list of references.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 20.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after application deadline and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

Legal

AGENCY: Riverton (Utah)

SERIES: 25773

TITLE: Employment applications (not hired)

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Riverton (Utah)

SERIES: 25738

3

TITLE: General ledger

DATES: 1998-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These are summaries showing the amount of receipts and disbursements of each department of the municipality. They may also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.

RETENTION:

Retain 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 12.

AUTHORIZED: 03/03/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Riverton (Utah)

SERIES: 25738

TITLE: General ledger

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Riverton (Utah)

SERIES: 25778

3

TITLE: Misdemeanor case files

DATES: 1995-

ARRANGEMENT: Chronological by year thereunder by case number

DESCRIPTION:

These case files document routine misdemeanor criminal cases prosecuted in circuit courts. They contain the case number, defendant's name, charge, dates of indictment and arraignment, plea, bond amount, trial date, verdict, and sentence. May also contain police records, offense reports, witness lists, subpoenas, FBI reports, photographs, and attorneys' notes. This information is largely duplicated in court files and should be weeded after the case is closed.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 15, Item 2.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

AGENCY: Riverton (Utah)

SERIES: 25778

TITLE: Misdemeanor case files

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Protected

AGENCY: Riverton (Utah)

SERIES: 25775

3

TITLE: Payroll register

DATES: 1992-

ARRANGEMENT: Chronological by year

DESCRIPTION:

This register is a numerical listing by check number and agency codes of all payroll checks issued by the municipality. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 10, Item 32.

AUTHORIZED: 07/20/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

AGENCY: Riverton (Utah)

SERIES: 25775

TITLE: Payroll register

(continued)

APPRAISAL:

Legal

PRIMARY CLASSIFICATION:

Private 63G-2-302 (1)

SECONDARY CLASSIFICATION(S):

Public. 63G-2-301 (1)(b)

AGENCY: Riverton (Utah)

SERIES: 25774

3

TITLE: Personnel files

DATES: 1992-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files are the official employment files for all municipal employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.

RETENTION:

Retain 65 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 9, Item 12.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 64 years or until 3 years after death or 3 years after retirement and then destroy.

APPRAISAL:

Administrative Legal

The history of a person's employment must be retained beyond the time he or she could potentially claim retirement benefits based on employment.

AGENCY: Riverton (Utah)

SERIES: 25774

TITLE: Personnel files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301-(1)(b)

AGENCY: Riverton (Utah)

SERIES: 25770

3

TITLE: Terminated license files

DATES: 2001-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These registers record the issuance of licenses for persons or companies conducting business within municipal boundaries. They contain name, address, date, and type of license. Prior to 1960, many municipalities only maintained a register and no business license files. Most current registers are computer printouts.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 4.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Legal

AGENCY: Riverton (Utah)

SERIES: 25770

TITLE: Terminated license files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Riverton (Utah)

SERIES: 25766

3

TITLE: Warrant registers

DATES: 2000-

ARRANGEMENT: Chronological by year

DESCRIPTION:

These registers are numerical listings of check numbers of all checks issued by the municipality. They include vendor number, name, date of payment, invoice number, and/or purchase number, account debit, description of expenditure, and amount.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 5, Item 26.

AUTHORIZED: 03/14/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

APPRAISAL:

Fiscal

AGENCY: Riverton (Utah)

SERIES: 25766

TITLE: Warrant registers

(continued)

PRIMARY CLASSIFICATION:

Public